

Alcohol Service Requirements for Unitec Events

To ensure compliance with legal and institutional requirements, please follow the process below when planning to serve alcohol at any Unitec-hosted event:

- 1. Obtain Approval from Peseta Sam**

Before any alcohol service can proceed, you must first receive explicit approval from Peseta Sam, Executive Director – Region 1. This step is essential to ensure the event aligns with Unitec’s policies.

- 2. Engage a Licensed Bar Manager**

Once approval is granted, a Bar Manager holding a current alcohol service license must be arranged to manage the service. This person is responsible for overseeing the legal and responsible distribution of alcohol at the event.

- 3. Apply for a Special License (if selling alcohol)**

If alcohol will be **sold** during the event (rather than served for free), an Alcohol Special License must be obtained. This is a legal requirement and must be in place before the event takes place.

- 4. Alcohol Procurement**

Alcohol must be purchased through approved suppliers listed in our procurement system. A purchase order (PO) must be raised, and standard procurement procedures followed.

- 5. Event-Day Requirements**

During the event:

- a. Adhere to all health and safety protocols.
- b. Ensure the Bar Manager's license is clearly displayed in a visible location at the bar.

By following these steps, we can ensure that all alcohol service at Unitec events is conducted safely, responsibly, and in full compliance with legal and institutional obligations.